

## 2017 PaLA Conference Program Proposal

### Introduction

**Founded in 1901, the Pennsylvania Library Association (PaLA) is the oldest and most diverse professional library organization serving all types of libraries throughout the Commonwealth. The PaLA Annual Conference provides the library community with a variety of continuing education, supplier resources and networking opportunities. This year's conference will take place October 15 - 18, 2017 at the DoubleTree by Hilton, Pittsburgh - Green Tree.**

**The conference will offer 60+ educational sessions on topics of interest to Pennsylvania library workers from all types and sizes of libraries. If you are an expert on a topic that you feel will be of interest to this group, we invite you to submit a session presentation proposal.**

**The deadline for program proposal submissions is Thursday, April 20, 2017.**

## 2017 PaLA Conference Program Proposal

### Proposal Submitter

- \* 1. Please provide contact information for the session submitter. This individual will serve as the primary contact for the session and must have a valid email address. The submitter will be responsible for communicating with the speaker/co-presenters (if applicable) regarding all PaLA requirements, deadlines and communications.

Name:

Email:

Phone:

## 2017 PaLA Conference Program Proposal

### Benefits of Presenting at PaLA Conferences

**PaLA Conference presenters are afforded the following benefits:**

**-The opportunity to share your expertise and experiences with your peers and strengthen your position as an expert in the field.**

**-An invitation to join PaLA's speaker database, which could become the gateway for possible future speaking opportunities.**

**-Abstract or presentation may be considered for publication opportunities.**

**-Speaker's name, organization, presentation title & description included in conference program information on the PaLA web site and listed in the final conference program.**

**-Networking opportunities with other library leaders.**

**-Discounted registration fee. (PaLA Member Rate)**

## **2017 PaLA Conference Program Proposal**

### **Session Evaluation Criteria**

**The charge of the Conference Program Committee is to analyze, design and develop the educational content for PaLA's Annual Conference. Such content must address the educational needs and interests of the Pennsylvania library community.**

**Evaluation Guidelines (in no particular order):**

**- Session objectives are measurable, achievable and provides an opportunity for our members to grow either as professionals or paraprofessionals.**

**- Presenter appears qualified to lead the session.**

**- Presenter is able to make a firm commitment to be available.**

**- Requested honorarium (if applicable) is within conference budget parameters.**

**- Peer-to-peer presenters who are PaLA members are preferred over nonmembers.**

**We receive many more proposals than the program schedule can accommodate. Please do not be discouraged if your proposal is not selected. We do multiple events, and may be able to fit your presentation into a poster session or include it in a future conference or chapter workshop.**

## **2017 PaLA Conference Program Proposal**

### **Terms and Conditions**

**Please note the following terms and conditions regarding presentations submitted for the 2017 PaLA Annual Conference:**

**- Session submitter will serve as primary contact, must have a valid email address and is responsible for communicating with co-presenter(s) regarding acceptance or rejection, registration requirements and deadlines.**

**- Presenters, who are Pennsylvania librarians or library service/product providers, are required to register for the conference for the day of the presentation. Individuals who are not Pennsylvania librarians or library suppliers are exempt from this requirement.**

**- An honorarium or travel/lodging reimbursement can not be offered to presenters who are Pennsylvania librarians or library service/product providers. Exceptions can be made for programs funded by LSTA grants.**

**- Incomplete submissions cannot be considered for review.**

**- Submission does not guarantee acceptance. For all accepted submissions, PaLA reserves the right to edit title, description, or session type.**

\* 2. Please indicate your acceptance of the Terms & Conditions.

I have read and accept the above terms and conditions.

I do not accept the above terms and conditions and decline to submit a proposal.

## 2017 PaLA Conference Program Proposal

### Basic Program Information

**Please provide a title and brief description of the session. Because this description will be used in conference publicity materials, creative, interesting and informative titles and descriptions are recommended. PaLA reserves the right to edit submissions for style and clarity.**

\* 3. Session Title: (Include Appropriate Capitalization)

\* 4. Description for inclusion in conference publicity materials. (150 word maximum)

\* 5. Please indicate the session type. If more than one type can be used, you may select more than one option.

- Mini Session: 60-minute presentation time.
- Traditional: 75-minute presentation time.
- Traditional Plus (Double Session): Expanded presentation time. Ideal for complex subject matter which requires more time to explore,
- Presentation/Discussion: 20-minute presentation time/40 - 55 minute facilitation time. In an effort to encourage more dialogue between attendees, we'd like you to start a conversation about a specific topic(s). You'll have 20 minutes to set the context, then use the remaining session time to facilitate the discussion on the topic.

6. (Optional) Please include information that will help the committee understand the topic and objectives for the session. Background information that would help the committee make decisions about the program, for example: "Commonwealth Libraries is promoting this program", "This program is reporting on the results of a study" or "This program is a condition of a grant etc." would be helpful.

## 2017 PaLA Conference Program Proposal

### Target Audience

**Please indicate for whom this program is most relevant. Please check all that apply, or select "All Groups" if applicable for all attendees.**

7. For whom is this program most relevant?

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> All groups                | <input type="checkbox"/> Building/Renovation      | <input type="checkbox"/> Technology                  |
| <input type="checkbox"/> Academic librarians       | <input type="checkbox"/> Digital Resources        | <input type="checkbox"/> Teaching & Learning         |
| <input type="checkbox"/> Public librarians         | <input type="checkbox"/> Preservation Staff       | <input type="checkbox"/> Managers & Administrators   |
| <input type="checkbox"/> Youth services librarians | <input type="checkbox"/> Rural or Small Libraries | <input type="checkbox"/> Volunteers/Trustees/Friends |

Other (please specify)

## 2017 PaLA Conference Program Proposal

### Speaker Information

**Please provide information regarding the speakers for the session. Due to time constraints, we recommend no more than four (4) presenters per panel.**

\* 8. Speaker Information

Speaker I (Name, title,  
library/organization)

Speaker II (Name, title,  
library/organization)

Speaker III (Name, title,  
library/organization)

Speaker IV (Name, title,  
library/organization)

9. Speaker Type

- Peer-to-Peer Facilitator/Speaker: Content expert working within the library community. Peer-to-peer speakers do not speak as a primary source of income. Pennsylvania librarians who are PaLA members are given preference over non-members.
- Professional Facilitator/Speaker: Defined as an individual whose primary source of income is from public speaking. May include experts from outside the library community who provide a message that is deemed of interest to the library community.
- Author
- Other

Other (please specify)

10. Describe the qualifications of the speaker(s) to present on this topic. Include previous speaking engagements, work experience, etc.

11. Is at least one of the speakers a PaLA member?

Yes

No

Comment

12. Do you require a speaker fee or reimbursement for lodging and/or travel? If so, please estimate total reimbursement/fee amount. (All requests for reimbursement are subject to approval by the Program Committee.)

Note: Pennsylvania librarians and library suppliers are not eligible for travel reimbursement by PaLA. Exceptions can be made for programs funded by other sources.

## 2017 PaLA Conference Program Proposal

### Program Scheduling

**Please complete this page to indicate the days and times the speaker(s) would be available to present this program.**

\* 13. Desired date of program. Please check all that are acceptable.

Any time is acceptable

Sunday afternoon (both 60 and 75 minute sessions available)

Monday morning (75 minute sessions)

Monday afternoon (75 minute sessions)

Tuesday morning (60 minute sessions)

Tuesday afternoon (75 minute sessions)

Wednesday morning (75 minute sessions)

Comments regarding session scheduling